

Add Party for Document Filing

Add Party Main Page - Netscape

Add Party Options

1. Add Party to Case

☐ Add party to case

2. Add Party to commence Adversary Proceeding

Plaintiff

☐ Add

☐ Review/Edit

Defendant

☐ Add

☐ Review/Edit

☐ Exit

Add Party/Substitute PDF Document

Select one of the options from the panel on the left

1. **Add parties to a bankruptcy case**

Use option 1 to add a party to a bankruptcy case

2. **Add parties to a commence an adversary proceeding**

All parties to an adversary proceeding must be added before the complaint commencing the adversary proceeding can be filed electronically. Use option 2 to add plaintiffs, defendants, and alias names.

Document: Done

1. Before filing a document to a case or proceeding, you or your client must be a “party” to the case. This is not the same as filing a notice of appearance, or being listed as a creditor. It simply links the name of the document filer to the specific case. Make the add party request through the Internet; a case administrator adds the party.
2. Click **Add party/Change image** from the options on the left to begin.

Add Party Main Page - Netscape

Add Party Options

1. Add Party to Case

☐ Add party to case

2. Add Party to commence Adversary Proceeding

Plaintiff

☐ Add

☐ Review/Edit

Defendant

☐ Add

☐ Review/Edit

☐ Exit

Case number: 02-48734

Debtor Name: TRW Inc

Name of party to be added: Best Bank of Richfield

Name and telephone, including area code of contact person:

Name: Jan Smith

Telephone Number: (952) 944-0984

Is party being added to file notice of appearance and request for service? (Select One)

☒ Yes ☐ No

If yes is checked enter the Notice of Appearance PDF file. The notice will be docketed by the court when the party is added.

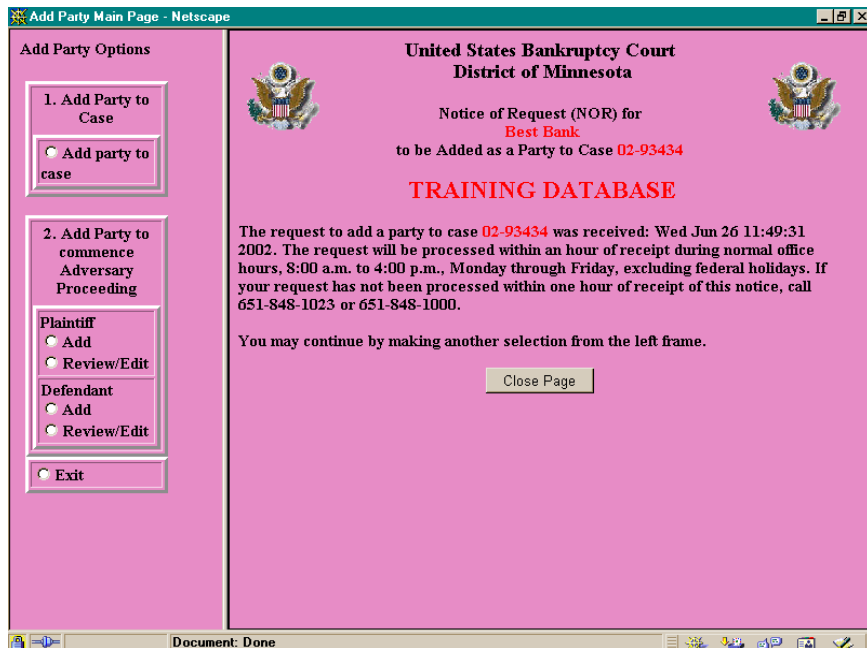
c:\ers\bankappearance.pdf

Additional Comments

No reason to call. Thank you.

Document: Done

1. Your firm’s name and address are completed automatically. Add the case number, party name, and a contact person.
2. A case administrator will add the party within one hour if the request is filed between 8:00 and 4:00 on a work day. The contact person will be telephoned then, or you may note “no call needed” in the comment field.
3. To file a Notice of Appearance, click **Yes** in the appropriate field and insert the name of the notice in PDF form. A case administrator will add the party and docket the notice.



1. The **Notice of Request to Add Party** indicates your request was received. As noted, a case administrator will add the party within one hour during normal office hours.
2. *It is important to anticipate your need to add a party!* If you have not added a party and wish to file a document after hours, your attempt will fail. The Court recommends you make the party request right after you schedule a hearing, or as soon as you believe it may be necessary. No harm is done if the request later proves to be unnecessary.